

PIA

Pakistan International Airlines

Procurement Logistics Department

Commercial Purchases Section

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REF: PIACL-Laptops/2022

Tender Cost: PKR 6,000

E/M : Rs 25,000

INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS

M/S _____

Subject: **Tender Document for the Supply of Supply of Core i5, SSD512
with licensed Window 10 Professional
With Three (03) Years warranty**

Dear Sirs,

We are pleased to invite your sealed tenders for the subject tender. The terms & conditions of the tender / supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your sealed tenders In “**Single Stage Two Envelope**” Basis addressed to General Manager P&L, PIA Procurement & Logistics Building JIAP Karachi by **06-06-2022**. The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Procurement & Logistics Building latest by **10:30 hours** on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, which must reach before the closing date and time mentioned above. Tenders will be opened at **11:00 hours** the same day in the presence of tenderers.

2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Commercial Purchase and Contract in this respect shall be final and binding.

EARNEST MONEY

The Tender should be accompanied by a **25,000** of the tendered value having been deposited in terms of a Pay Order payable at Karachi in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) in Financial Proposals. Earnest Money in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract (s) purchase orders(s) shall not be transferable as earnest money for any other tender. All tenders without Earnest Money shall not be considered. Earnest Money will not be released till the Completion of Quantity or One year. Earnest Money will be hold by PIA Finance for 02 Years or Till Covered by Warranty period for the Safe Side.

SECURITY DEPOSIT

The successful tenderers upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to **5%** of total tender value as interest free Security deposit in shape of Pay Order of an equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above. Security deposit 3% may be released after Completion of Quantity or Year End.

PREPARATION OF TENDER

Tender will be opened on “**Single Stage two envelopes**” basis. All bidders must submit **two sealed envelopes** “Technical proposal and Financial Proposal” on specified tender opening date/time. Technical Proposal will be opened on same date, whereas Financial Proposal will remain sealed till the evaluation of samples by PIA Management. Evaluation report uploaded on PPRA/PIA website. After 10 days the Financial Proposal of only those bidders will be opened whose sample are found acceptable.

Financial Proposal having following documents.

- a) The Schedule duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 25,000(Refundable).

Technical Proposal having following documents.

- a) Tender Fees Pay Order of RS. 6,000 (NOT REFUNDABLE)
- b) Technical data sheet
- c) Company profile, Copy of GST & NTN certificate and technical literature.

The outer cover of envelopes should bear address of the General Manager Procurement & Logistics, PIA Procurement & Logistics Building, JIAP Karachi - Pakistan, Tender reference number, opening date and company name.

All information about the material proposed to be supplied must be given as required in the schedule to tender.

The tender will not be considered if complete information required is not given therein.

Particular attention must be paid to delivery time.

Authorized Signatures of individual signing the tender and other documents connected with the contract must specify whether signing as:

- a) Sole Proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) For the firm per procreation.
- d) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.
- e) The Tenderers must indicate whether its firm / company / organization etc is registered with PIA or not. If registered then specify PIA Registration number.

PRICES

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all duties / taxes, packing, octroi and delivery charges for free delivery to Karachi Airport. However, if GST is applicable, same should be shown separately.
- b) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- c) The Prices must be stated for each item separately both **in words and figures** in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days.
- e) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) Earnest money will not be released till completion of Qty or One Year

ACCEPTANCE OF TENDER

PIA do not pledge themselves to accept the lowest tender and reserve the right to accept or reject any or all tenders / quotations, divide business among more than one supplier or accept the tenders at rates on lowest individual items or extend the date of opening with assigning reason.

Yours truly,
For: Pakistan International Airlines

DGM (Purchases Commercial)

Encl: Tender Schedule-A

Notes : 1- Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.

Schedule 'A'

Supply of Core i5, Laptops SSD512 with licensed Window 10 Professional

SN o	Description	Qty:	Unit Rate (Rs.)	GST If Applicable
1.	<p>Laptop - New</p> <ul style="list-style-type: none"> ▪ Intel® Core i5 ▪ 11th Generation ▪ 08 GB Ram ▪ 512GB SSD ▪ 15.6" Display, ▪ Battery type 3-cell, ▪ wide Vision 720p HD camera ▪ Operating system licensed (Minimum) Windows 10 Prof ▪ With carry case <p>Brand → Dell or HP Or Lenovo Or equivalent 03 years warranty Note : Unfamiliar Brand will not be acceptable whose parts are not easily available or limited source available</p>	12 EA		
Note →				
Grand Total				

Mandatory Term and Condition

S. No.	Description	Documents
1	Must fully comply all the technical specifications, quote One rate for whole packages each set	Yes/No (provide check-sheet)
2	Company must be OEM or OEM certified Partner/Distributor	Document Require
3	NTN & GST OR SECP registration certificate	Relevant certificate
4	Must be in business for at least 3 years	Company registration certificate
5	Must have office in one of the major City i.e. KHI , LHE or ISB and access to delivery all over Pakistan	Office addresses
6	Must have at least 05 customers / Purchase Orders to whom Laptops have been supplied in last 03 years	Customer reference
7	OEM must have presence in at least 15 countries world wide	Documentary Proof
8	Must have Services Centers of the Offered Product at in 03 cities in Pakistan	Address

2. Order will be placed on 'As & When Required' basis.
3. SCM Department (PIA) will not be held responsible for any postal delay.
4. Important Note : After receiving of PO, delivery will be required urgent basis up to 1 month timeline, else PIA reserve the right to arrange from other sources
5. Quantity can be increased or decreased by 15%.
6. Payment term net thirty days.
7. All participants must quote one rate and best delivery period.
8. Quotation must be valid for 120 days (Extendable).
9. Delivery must be made at PIA Procurement & Logistics Building, Karachi Airport.
10. Successful bidders shall also be required to submit professional tax. / NOC.
11. Item found below PIA Standard shall be rejected / returned.
12. Items/ Prices once approved should remain valid for one year period from the date of approval.

TENDERER'S SIGNATURE _____ Name _____

Tel / Cell No. _____ Email _____

GST No. _____ NTN NO. _____

SEAL _____